

Job Title: Recycling Center / Community Center Attendee

Department: Recycling / Community Center

Status: Part-time position

Benefits: No benefits

Salary: \$16.50 / per hour

Reporting Relationship: Reports to the Maintenance Supervisor

Supervisory Duties: This position has no supervisory duties

Recycling Center Position Details:

This position is responsible for directing members of the public in unloading household recyclable into the proper containers and assisting in educating members of the public about recycling and waste reduction while maintaining a high level of customer service. Inspects all waste entering the recycling center. Maintains cleanliness and safe access and use of recycling center site by sweeping, vacuuming and picking up trash.

Community Center Position Details:

This position is responsible for making sure the Community Center is clean and supplies are filled and it is ready for any weekend gatherings. You will also be responsible for checking the center between gatherings if more than one fall on the weekend and make sure the "Inspection/Damage Checklist" has been followed by the renter. A camera will be available for pictures that need to be taken if the checklist is not completed or things are damaged. Connect with City staff weekly.

You will be expected to open the Recycling Center at 8:00 am on Saturdays and then go to the Community Center and follow the "Community Center Cleaning List", once finished return to the Recycling Center and make sure it is swept, rugs vacuumed and trash is picked up. Close the Recycling Center at 12:00 pm (4-hour shift)

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

Knowledge, Skills, Abilities and Requirements:

- Ability to perform work alone and independently and in a safe manner.
- Working ability to communicate effectively and professionally with City staff and the public.
- Ability to multi-task and accomplish assigned duties in a timely manner.

Recycling Center Working Conditions:

The majority of work is performed in an open building with exposure to weather conditions and temperature extremes.

Community Center Working Conditions:

The majority of work is performed inside a building with occasional exposure to noise, irritants and fumes.

Work Schedule:

- Saturdays from 8:00 am to Noon.
- Friday evenings (*possibly*), Saturdays and Sundays between rentals. May range from ½ hour-plus depending on rental schedule.

Physical and Mental Requirements:

Positions in this job typically require sitting, standing, crouching, walking, feeling, manual dexterity, grasping, talking, hearing, and seeing. This position is moderate to heavy duty and may require the exertion of up to 50 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all-important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Glyndon in a professional manner to the public, outside contacts and constituencies.

The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Contact City Hall at 218-498-2578 or email waffield@glyndonmn.com for further information.

Application can be found on the City of Glyndon's website www.glyndonmn.com

Open until filled